

UNIVERSITY of HOUSTON | YOU ARE THE PRIDE

Proof of Course Completion Form - Summer 2011

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. (DCL GEN-04-03, February 2004)

Examples of academically related activities are – examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, and attending a study group required by the institution where attendance is taken. (34 CFR 668.22(c)(3))

A student's certification of attendance that is not supported by school documentation would not be acceptable documentation of the student's last date of attendance at an academically related activity. **In the absence of evidence of a last day of attendance at an academically related activity, a school must consider a student who failed to earn a passing grade to be an unofficial withdrawal and subject to returning 100% of the financial aid received for Summer 2011.**

The final deadline to submit this form and the acceptable documentation to the Financial Aid Office is September 12th 2011

Section I (To be completed by the student. Please print.)

Last Name	First Name	MI	People Soft ID
Email			Phone
Address			

Section II (To be completed by Course Instructor. Please print. Attach any applicable documentation as listed above.)

The above student did not receive a passing grade in any course during the Summer 2011 term. Per federal regulations referenced above, the student must repay up to **100%** of the financial aid received for Summer 2011, unless acceptable documentation can be provided which proves that the student participated in an academically related activity between **May 31st 2011** and **August 12th 2011**. **INSTRUCTORS:** Please provide the last documented date of attendance at an academically related activity. (Examples of academically related activities are outlined above Section I)

Instructor's Name	Course ID and Section
Instructor's Phone Number	Instructor's Email Address

- I (the Course Instructor) have attached acceptable documentation proving that the above student participated in an academically related activity on the following date (mm/dd/yy): _____.
- I (the Course Instructor) have attached acceptable documentation proving that the above student completed this course and earned a grade of F by failing to achieve the course objectives.

Instructor's Signature

Date

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.